NC COVID Workflows

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Workflows

- To handle the large numbers of events pending completion, there are workflows. As an event moves through the cycle from start to finish, it also moves through workflows
- Workflow are lists of events that all meet a specific query like "show all events that have not had their lab result marked as reviewed".
- Events in workflows have permission restrictions, so you only see those events you have permission to see.
- Events in workflows can be created via ELR or by manual entry.
- Any event not meeting the criteria for reporting to CDC and/or closure will be found in some workflow to ensure it is not lost to further action.

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Workflows

- Most columns in most workflows are sortable ascending or descending. Simply click on the column name and look for the up or down arrow. In the example below, sorting with the arrow 'down' gives all events in this workflow in most recent update order.

- Most workflows also have the filter capability so if you need to narrow your results, you can filter them by criteria equal to the column headers of the workflow. In the example below, the filter searched the workflow for only events for Wake county.

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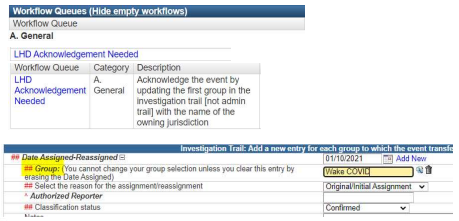
Workflows to Review

- Events missing the first group in the Investigation Trail section of the Administrative package will be in the **LHD Acknowledgement Needed workflow**. To correct, add the correct county Group in the first block.



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Workflows to Review

- All new labs (ELR or manually entered) cause an event to fall into one of the **C.1 LOCAL Lab result review required** workflows. These workflows are the best indicator of new labs that occur on events; either new events or previously created events. To remove an event, review the lab, confirm the event is assigned correctly to the county of residence, with the correct classification status, and acknowledge.

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Workflows to Review

- Any event that has an LHD group in the Investigation Trail and currently has the Reason for assignment field set to "Original/Initial Assignment" will also be in in one of the **C. 2 Event Classification Status: 1. Original Assignment workflows.** Events remain here while the LHD works them, until they are ready to be assigned to the State or another LHD group if the person's residence of diagnosis is determined to be another county.

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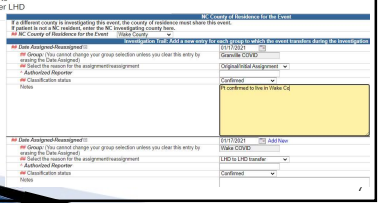
Workflows to Review

- Events where one LHD has transferred the event to another LHD can be found in the **Event Classification status: 2. LHD to LHD Transfer**

C.2 CD Review and Approval Workflows

Event Classification status: 2. LHD to LHD Transfer.

Category	Description
C.2 CD Review and Approval Workflows	This workflow contains events assigned to your group by another LHD group. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.



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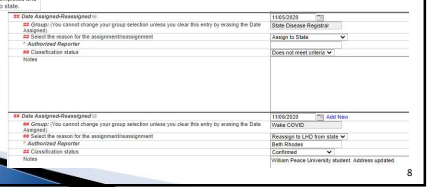
Workflows to Review

- If the State has returned the event to the Region for any reason, the event will fall into the workflow **Event Classification status: 3. Reassign to LHD from State** with the expectation that the region will update and return to the State.

C.2 CD Review and Approval Workflows

Event Classification status: 3. Reassign to LHD from State

Category	Description
C.2 CD Review and Approval Workflows	This workflow contains events assigned back to your LHD group by the State for additional investigation/information. To clear, reassign once investigation is completed and ready to submit to state.



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Tasks (Optional)

NCEDSS has the capability of assigning tasks on events to help manage user workloads

Tasks can be assigned through some workflows and through any events

If your LHD would like to use tasks, please contact the TATP Nurse or Help Desk for further instruction

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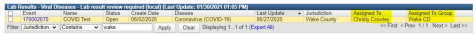
Workflows to Review

- Returning to the **C.1 LOCAL Lab result review required** workflows, these workflows allow a user to assign a task directly from the workflow.

C.1 CD Lab Review Workflows
LOCAL - Lab result review required

- The event must be checked and then a task can be assigned to a user and/or a group prior to acknowledging the event.

- Once the event is assigned a task, the event can be found in Task workflows



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Workflows to Review

- Your LHD may or may not use Tasks. If they do, you can see Tasks for the Groups you have as well as Tasks directly assigned to you.

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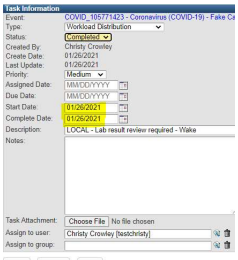
Workflows to Review

- From either the Tasks workflow or the Tasks tab in the event, you can click the Task to create, update, and close.



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